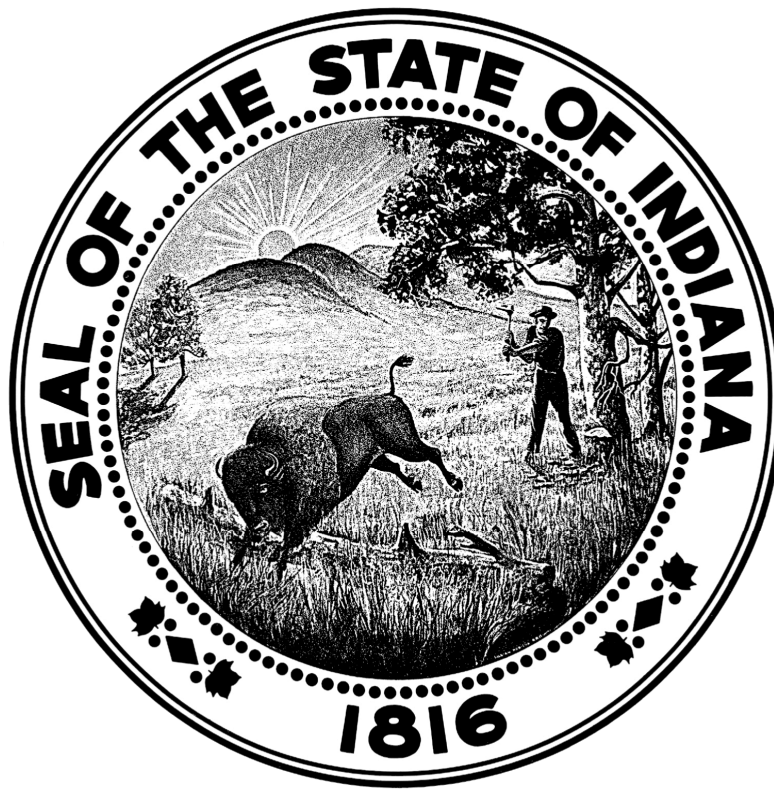

Indiana Secretary of State
Todd Rokita

Fellowship Program



Summer 2009

About Secretary Rokita



Todd Rokita was elected as Indiana's 59th Secretary of State in 2002 and is now serving his second term in office. Under his leadership, his administration has redefined and modernized the Secretary of State's office to provide Hoosier investors, businesses, and voters better service and to promote Indiana's economic prosperity. He is committed to an open, collaborative approach to government and travels to each of Indiana's 92 counties each year on official business.

Secretary Rokita was chosen by his fellow Secretaries of State to lead them as President of the National Association of Secretaries of State (NASS) from 2007 – 2008. He advises the federal government on election reform matters as a member of the Board of Advisors of the Election Assistance Commission (EAC) and has been invited to testify before the United States Congress multiple times.

Secretary Rokita earned his Bachelor of Arts degree from Wabash College and a law degree from the Indiana University School of Law-Indianapolis.

Program Overview

The summer fellowship program includes three months of hands-on experience at the Secretary of State's office. The hours of the fellowship program are 8:00 AM to 4:30 PM or 9:00 AM to 5:30 PM Monday through Friday. Fellows are expected to wear appropriate professional dress attire. Duties assigned to the Fellows include special projects, and duties essential to the daily operations of servicing Hoosier taxpayers.



Organization of the Office

The Executive Office, located in the Indiana Statehouse, oversees the overall policy, management, and budgeting for the entire office. Four main divisions comprise the balance of the office: Elections, Business Services, Securities, and Dealer Services.

Elections - The Elections Division assists the Secretary of State in carrying out the responsibilities assigned as Indiana's chief elections officer. The bipartisan division is comprised of an equal number of Democrats and Republicans. The division's administrative responsibilities include overseeing the candidate declaration process, certifying election results, and maintaining campaign finance reports. The Secretary of State also serves as chairperson for the Indiana Recount Commission and participates in voter outreach projects aimed at increasing voter participation. The Indiana Election Commission, as opposed to the Division, is an independently appointed Commission of two Republicans and two Democrats. The commission deals with questions associated with violations of the Indiana election laws, and with the imposition of penalties.



Business Services - The Business Services Division administers all business-related responsibilities for the Secretary of State including the

chartering of new businesses, the filing of commercial liens, and the issuance of trademarks, notaries public and summonses.

Securities - The Securities Division oversees Indiana's securities industry. The division is charged with protecting Hoosier investors by bringing enforcement actions against companies and individuals selling securities in violation of Indiana's securities laws and by educating Hoosiers about prudent investing. Home to the Prosecution Assistance Unit, which helps county law enforcement go after the worst of the worst white collar criminals, the Securities Division has helped secure felony convictions on 38 defendants in state and federal courts across Indiana with more than 310 years in sentences handed out. In addition, courts have ordered defendants to pay over \$29 million in restitution to crime victims.



The Division is also home to Indiana Investment Watch, an investor education program aimed at educating Hoosiers on how to better protect their hard-earned savings from fraud.

Dealer Services - The Dealer Services Division administers regulations relating to the registration of motorized vehicle dealers, including dealers for automobiles, watercraft, off-road vehicles and automobile salvage.

APPLICATION MATERIALS

If you have questions concerning the fellowship program, please contact the Secretary of State's Office at (317) 232-6590. All candidates need to submit the following to be considered for the Fellowship program.

- _ Current Transcripts
- _ Required Essays
- _ 2 Letters of Recommendation
- _ Current Resume
- _ Completed Application



ELIGIBILITY

The Secretary of State Fellowship Program is open to any college student at a sophomore standing or higher. Candidates must have a maintained grade point average of 3.0 or higher.

SELECTION

The Office of the Indiana Secretary of State will review each application individually. Applications will be accepted through March 6. Those who qualify will be contacted for an interview. Interviews will begin the week of March 9, 2009.

Mail to:

The Secretary of State's Fellowship Program
State House, Room 201
200 W. Washington Street
Indianapolis, IN 46204-2797
ATTN: Marisa Smith
Director of Operations



**Office of the Indiana Secretary of State
Todd Rokita
Fellowship Program Official Application**

Name: _____

Current Address: _____

City/State/Zip Code: _____

Permanent Address (*if different from above*) _____

Phone Number: _____ Email Address: _____

Education

Institution: _____

Location: _____ Grade Point Average: _____

Major(s) _____ Minor(s) _____

Honors and Activities (Please attach a separate document, if necessary):

Work Experience

(A resume containing all requested information may be submitted for this portion of the application)

Name/Location:
Dates of Employment:
Position:
Responsibilities:

Name/Location:
Dates of Employment:
Position:
Responsibilities:

Name/Location:
Dates of Employment:
Position:
Responsibilities:

Hobbies and Special Interests

Letters of Recommendation

Two letters of recommendation must be submitted with the application. List the names and positions of references below.

Reference:
Position:

Reference:
Position:

Essay

Please include a brief typewritten essay in response to the following questions:

- 1) What do you see as the greatest challenge facing the State of Indiana? What role can the government play in confronting the challenge?
- 2) What do you think has been the Secretary of State's greatest Accomplishment to date?